

# Kentucky Education Technology System

## Procedures to Request Waiver of KETS Proxy Configuration Standards

Listed below is information needed to complete a waiver request on proxy standards and explanation of when a waiver is required. The information is divided into three sections:

1. Explanation and Process
2. KETS Product & Configuration Standards
3. Proxy Waiver Checklist

### Explanation & Process

When is a waiver required?

A waiver request is required when a district:

- currently has a non-standard proxy configuration or product implemented and seeks to have that implementation approved as being compliant with 1998 Senate Bill 230 and 701 KAR 5:110;
- desires to implement a non-standard implementation to comply with 1998 Senate Bill 230 and 701 KAR 5:110.

Waiver will only be considered for the following situations:

- **Non-Standard Product:** proxy and filtering services are provided with a product, other than the KETS standard Microsoft Proxy 2.0, that does meet the minimum standards;
- **Non-standard Configuration:** proxy services are provided for all schools, however are installed in a configuration which does not have the proxy services running and managed at the each individual local school level.

Compliance with 1998 SB230 and 701 KAR 5:110 is required by June 30, 1998. All waiver requests must be submitted no later than May 31, 1999 to allow time for review. This will allow time for any additional implementation activity required by the school to meet SB230 requirements. In accordance with the administrative regulation, compliance is a condition of participation in the Offers of Assistance process for the 1999/2000 funding year. Offers will not be released until a district has completed a KETS standard proxy services implementation or has received a waiver for a non-standard implementation. Waiver requests must be submitted from the Superintendent or the District Technology Coordinator to the KETS Regional Engineer. Following review by the KETS Regional Engineer all requests will be forwarded to the Office of Education Technology for final review. Notification will be made to the district once the final review has been completed.

### KETS Product & Configuration Standards

KETS Proxy Product Standards

- Functionality
- domain filtering by domain name and IP address
- accepts 3rd party plug-in filtering lists and services
- provides web content caching for HTTP and FTP transfers
- participates in upstream proxy services to Microsoft Proxy and therefore can participate in state proxy array
- tracking and logging capabilities exist which allow identification to the workstation IP address and the individual user login
- proxy products must operate on a KETS product standard operating system and KETS product standard hardware
- Service & Support
- product has an identified support mechanism directly with the manufacturer or reseller of the product

Two products have currently been identified as meeting KETS proxy product standards.

- Microsoft Proxy 2.0, which is the state provided solution
- Novell BorderManager Fastcache Services 3.0

## KETS Proxy Configuration Standards

- Network Design
  - proxy services located and operating at each district office
  - proxy services located and operating at each individual school location
  - proxy services located at the district node location serve as an upstream proxy to the services running local at each school location
  - district node proxy points to the state level proxy array
- Caching
  - cache services running at all levels of proxy services (school & district node)
  - state level proxy array provides cache services for all district node level proxy services
- Filtering
  - filtering capabilities must be available and manageable by school level personnel at each school in the district
  - filtering capabilities must be available and manageable by district office personnel at each district office
  - any proxy services which are shared between two schools which are in the same building or on the same campus will require formalized joint and timely decision making between the two locations to make Internet filtering decisions
  - district wide filtering should be serviced from the district node proxy, while individual school filtering needs should be serviced from the school level proxy
  - the state level proxy array will provide no filtering services
- Tracking /Logging
  - school level committee's should do regular scheduled reviews of log reports to gain performance and disciplinary information from the proxy services and user's Internet access
  - log reports available from the proxy services will allow school level committee's to gain performance information and to review activity information for Internet users from the school
  - log records should be maintained for a time period as determined appropriate by the school district's board and in accordance with any applicable state requirements to maintain open records information
  - no individual site tracking will be completed at the state level proxy array

## KETS Proxy Implementation Timeline

- KETS requires that proxy services be operational at each local school level by June 30, 1999 in accordance with SB230 and 701 KAR 5:120.
- Non-compliance with providing proxy and filtering services for each local school site by the specified date will result in delay for the release of 1999/2000 EdTech funding, TLCF allocations, SEEK allocations, and suspension of Internet services for the district.

## Proxy Waiver Checklist

Listed is Information Required within each Waiver Request

\* Each Item Listed must be addressed in any Proxy Waiver Request

### Site Information

1. District Name
2. District Contact & Phone Number
3. Number of Schools in the District
4. Number of Schools with WAN/Internet Connection
5. Time-frame for any remaining sites to be connected (Attach plan for providing proxy services to these sites once they are connected)

### Waiver for a Non-Standard Product:

1. Proxy Services Product Name

2. Description of the product being used for proxy/filtering services
3. Manufacturer/Vendor
4. Manufacturer/ Vendor contact information (name, number, address)
5. Support structure provided by this manufacturer
6. Associated cost to the school and district (initial, monthly, annually)
7. Identify how the product meets or exceeds each of the KETS proxy product functionality standards

**Waiver for a Non-Standard Configuration**

1. Identify the district's planned or implemented proxy configuration
2. Indicate if the district does have proxy services running at the district node and specify the location of the district node
3. Specify if a hierarchy proxy design between district node and schools is part of the proxy network design
4. Indicate any combined proxy services for more than one school
  - a) Identify schools being combined on one proxy service with grade levels of each
  - b) Provide the specific type of WAN connection for each school to the location of proxy service
  - c) Specify how considerations been made to the increased performance and cost savings for size circuits required if proxy is running at each local school level instead of the combined services to more than one school location
  - d) Identify if a committee or other method have been established between listed schools to make proxy service decisions including:
    - site filtering decisions
    - management of tracking reports
    - identification of Acceptable Use Policy (AUP) modifications required and insure participation by all network users
    - decisions during any inappropriate activity instances for appropriate disciplinary actions required

Completed Waiver Requests must be submitted to the KETS Regional Engineer. Determinations will be made within two weeks.